

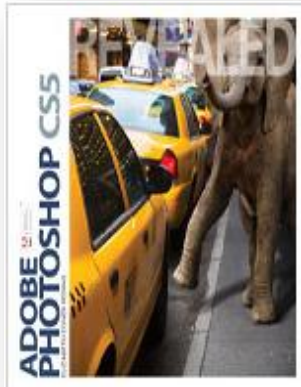
# Adobe InDesign CS5 Revealed

Author: Chris Botello

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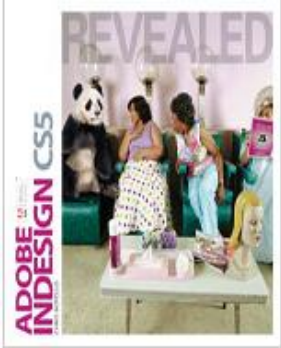
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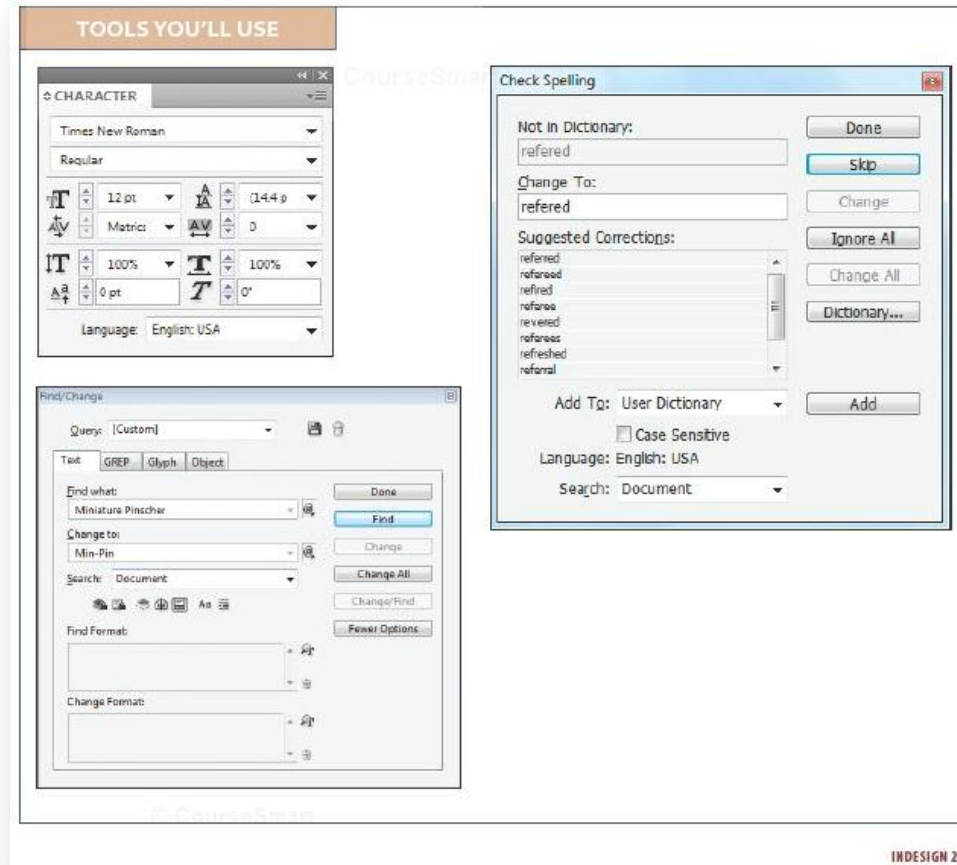
- Includes extensive coverage of new CS5 features: Presentation Mode, Multiple Page Sizes, New Layers Features, Content Indicator, Live Distribute, Grid Place, Gridify Behavior, the Gap Tool, Super Step & Repeat, Color Labels in the Pages Panel, and Live Corner Effects.
- All new features are highlighted throughout the text with a new features icon.
- Visually appealing full-color graphics illustrate key concepts and skills.
- Hands-on projects throughout the text put software knowledge into a real-world design context.
- Source files for all exercises are included in the book, giving readers visual step-by-step guidance when working through the application.
- Provides clear instruction on how to work in InDesign using either Mac or PC platforms.



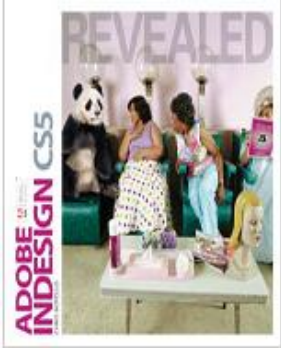


# Tools You'll Use

Each chapter begins with a **visual overview** of the ***Tools You'll Use*** in the chapter.





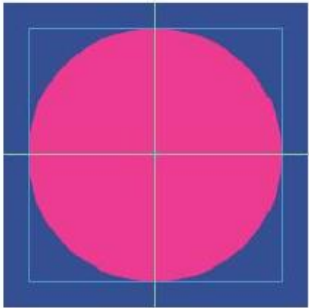


# What You'll Do

Each lesson starts with a ***What You'll Do*** figure. This figure gives students an at-a-glance look at what's to come in the chapter and a detailed description of the following lesson.

LESSON 4

### What You'll Do



In this lesson, you will work with objects with Smart Guides.

## Work with Objects AND SMART GUIDES

### Resizing Objects

**Objects** are text or graphic elements—images, blocks of color and even simple lines—that are placed in an InDesign document. As mentioned earlier, all objects in InDesign are in frames.

When you select an object's frame, its handles become highlighted, as shown in Figure 30.

**Figure 30** Viewing frame handles on a text frame


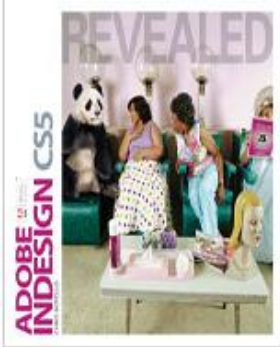


TABLE 3: DRAGGING FRAME HANDLES WITH KEYBOARD COMBINATIONS

Windows	Mac	Result
Shift-drag a handle	Shift-drag a handle	The frame is resized in proportion; its shape doesn't change; contents of the frame are not scaled
Alt-drag a handle	Option-drag a handle	Resizes the object from its center point
Ctrl-drag a handle	Command-drag a handle	Resizes the object and its contents


INDESIGN 1-28
Getting to Know InDesign





# Conceptual Lessons

As shown in Figure 36, all three objects are selected because they are grouped. The dotted line around the objects is a visual indication that they are grouped.

4. Click the **pasteboard** to deselect all, click the **Direct Selection tool** , then click the **pink circle**.

Only the circle is selected, because the **Direct Selection tool** selects individual objects within a group.

5. Select all, click **Object** on the Application bar, click **Ungroup**, then click the **pasteboard** to deselect all.

Click the **Selection tool** , select the small square, click **Object** on the Application bar, then click **Lock**.

The object's handles disappear and it can no longer be selected.

6. Click **Object** on the Application bar, then click **Unlock All on Spread**.

The small blue square is unlocked.

7. Select all, click **Object** on the Application bar, then click **Hide**.

All selected objects disappear.

8. Click **Object** on the Application bar, then click **Show All on Spread**.

The three objects reappear in the same location that they were in when they were hidden.

**TIP** Memorize the shortcut keys for **Hide/Show**, **Group/Ungroup**, and **Lock/Unlock**. They are fairly easy to remember and extremely useful. You will be using these commands over and over again when you work in InDesign.

(continued)

Figure 36 Three grouped objects

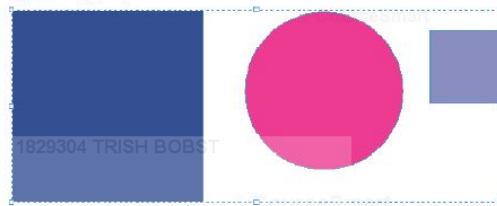
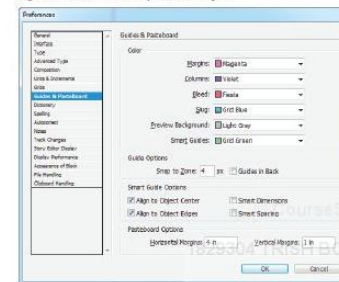


Figure 37 Guides & Pasteboard preferences dialog bar



## Using the Smart Cursor

One of the Smart Guides options is the Smart Cursor. With the Smart Cursor activated, a small gray window appears beside your cursor and displays the X/Y coordinates of an object you're moving, resizing, rotating, or otherwise manipulating. To turn the Smart Cursor on and off, activate or deactivate the **Show Transformation Values** option in the **Interface** preferences dialog box.

Lesson 4 Work with Objects and Smart Guides

9. Hide the pink circle and the small blue square.
10. Save the file.

You revealed hidden objects, grouped them, then used the **Direct Selection tool** to select individual objects within the group. You ungrouped the objects, locked them, unlocked them, and hid them.

## Work with Smart Guides

1. Click **Edit** on the Application bar, point to **Preferences (Win)** or **InDesign (Mac)**, then click **Guides and Pasteboard**.
2. Verify that your **Smart Guide Options** section resembles Figure 37, then click **OK**.
3. Click **View** on the Application bar, point to **Grids & Guides**, then click **Smart Guides** if necessary, to activate it.
4. Click the **blue rectangle**, then try to center it visually on the page.

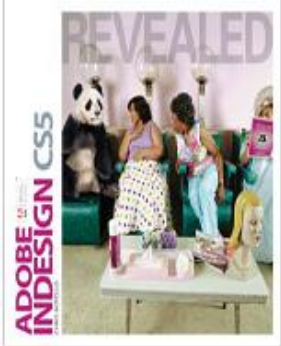
(continued)

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Lessons walk through each process, step by step with detailed images, icons, tips and notes.





# Skills Review

## SKILLS REVIEW

### Format text.

1. Open ID 2-5.indd, then save it as **Independence**.
2. Click Window on the Application bar, point to Workspace, then click Reset Typography.
3. Click the Type tool, then triple-click the word Declaration at the top of the page.
4. On the Character panel, type **80** in the Horizontal Scale text box, then press [Enter] (Win) or [return] (Mac).
5. Click the Font family list arrow, click Impact, click the Font Size list arrow, then click 36 pt.
6. Press and hold [Shift] [Ctrl] (Win) or [Shift] [⌘] (Mac), then press [C] two times.
7. Triple-click the word July on the next line, change the type face to Garamond, if necessary, change the type style to Italic, then click the Font Size up arrow until you change the font size to 18 pt.
8. Click Object on the Application bar, click Text Frame Options, change the Align setting to Center, then click OK.
9. Triple-click the word July, if necessary.
10. Type **100** in the Tracking text box, then press [Enter] (Win) or [return] (Mac).
11. Click between the letters r and a in the word Declaration, click the Kerning list arrow, then click 10.
12. Click View on the Application bar, click Fit Page in Window, if necessary, click the Zoom tool, then drag a selection box that encompasses all of the body copy on the page.
13. Click the Type tool, then select the number 1 at the end of the first paragraph.
14. Click the Character panel options button, then click Superscript.

15. Select the number 1 at the beginning of the last paragraph, then apply the Superscript command.

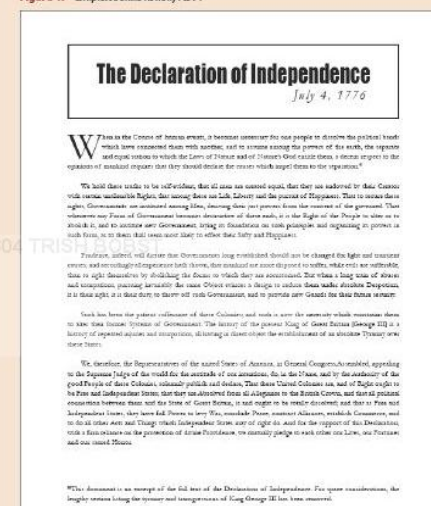
### Format paragraphs.

1. Click View on the Application bar, click Fit Page in Window, then click the first word When in the body copy five times to select all the body copy.
2. Select 12 pt in the Leading text box on the Character panel, type 13.25, then press [Enter] (Win) or [return] (Mac).
3. Display the Paragraph panel, then click the Justify with last line aligned left button.
4. Click in the word Independence at the top of the document, then click the Align center button on the Paragraph panel.
5. Click the Type tool, if necessary, click anywhere in the body copy, click Edit on the Application bar, then click Select All.
6. On the Paragraph panel, click the Space After up arrow three times, so that the value reads .1875 in, click Edit on the Application bar, then click Deselect All.
7. Select the footnote (last paragraph of the document), double-click the Space Before text box on the Paragraph panel, type .5, then press [Enter] (Win) or [return] (Mac).
8. Apply the Deselect All command.
9. Click Type on the Application bar, then click Show Hidden Characters.
10. Select all the body copy on the page except for the last paragraph (the footnote), double-click the First Line Left Indent text box on the Paragraph panel, type .25, then press [Enter] (Win) or [return] (Mac).
11. Select July 4, 1776 beneath the headline, then click the Align right button on the Paragraph panel.
12. Double-click the Right Indent text box on the Paragraph panel, type .6, then press [Enter] (Win) or [return] (Mac).
13. Click anywhere in the first paragraph, then change the First Line Left Indent value to 0.
14. Click the Drop Cap Number of Lines up arrow three times, so that the text box displays a 3.

15. Click the Zoom tool, then drag a selection box that encompasses the entire second to last paragraph in the body copy.
16. Click the Type tool, position the pointer before the word these—the second to last word in the paragraph.
17. Press and hold [Shift], then press [Enter] (Win) or [return] (Mac).
18. Click Type on the Application bar, click Hide Hidden Characters, if necessary, click View on the Application bar, point to Grids & Guides, then click Hide Guides.
19. Click View on the Application bar, then click Fit Page in Window.
20. Compare your document to Figure 47, click File on the Application bar, click Save, then close Independence.

## SKILLS REVIEW (CONTINUED)

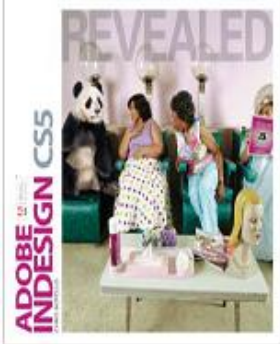
Figure 47 Completed Skills Review, Part 1



The **Skills Reference** table highlights power user shortcuts to tools used in the chapter **Skills Review** exercises are included at the end of each chapter and contain hands-on practice exercises that mirror the progressive nature of the lesson material.







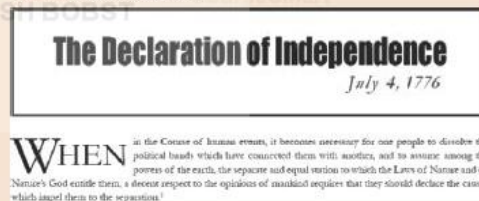
# Project Builder

## PROJECT BUILDER 1

You are a freelance designer. Your client returns a document to you, telling you that she wants you to make a change to a drop cap. She wants you to format not just the first letter but the entire first word as a drop cap, so that it is more prominent on the page.

1. Open ID 2-9.indd, then save it as **Drop Cap Modifications**.
2. Click the Zoom tool, then drag a selection box around the first paragraph.
3. Click the Type tool, click after the W drop cap, double-click the 1 in the Drop Cap One or More Characters text box on the Paragraph panel, type 4, and then press Enter.
4. Click before the word in, in the top line, then type 100 in the Kerning text box on the Character panel.
5. Select the letters HEN, click the Character panel options button, click All Caps, click the Character panel options button again, then click Superscript.
6. With the letters still selected, type -10 in the Baseline Shift text box on the Character panel.
7. Click between the W and H in the word WHEN, then type -60 in the Kerning text box.
8. Save your work, compare your screen to Figure 50, then close Drop Cap Modifications.

Figure 50 Completed Project Builder 1



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## PROJECT BUILDER 2

You have designed a document about miniature pincushions. Your client calls you with changes. He wants to show small pictures of miniature pincushions in the document, one beside each paragraph. He asks you to reformat the document to create space where the small pictures can be inserted.

1. Open ID 2-10.indd, then save it as **Hanging Indents**.
2. Select the four paragraphs of body copy, then change the first line left indent to 0.
3. Change the left indent to 2 in, then change the right indent to 5 in.
4. Create a half-inch space after each paragraph.
5. Type -1.5 in the First Line Left Indent text box, then deselect all.
6. Save your work, compare your screen to Figure 51, then close Hanging Indents.

Figure 51 Completed Project Builder 2



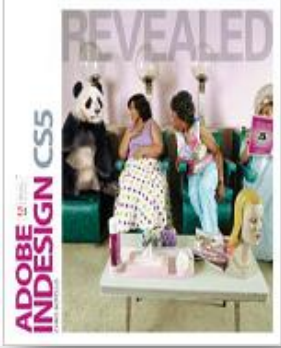
1829304 TRISH BOBST

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Two **Project Builder** exercises are featured at the end of each chapter . These exercises require students to apply the skills learned in the chapter. Includes finished example of the project.







# Design Project

## DESIGN PROJECT

You are designing a title treatment for a poster for the new music CD titled, “Latin Lingo.” After typing the title, you realize immediately that the phrase poses obvious kerning challenges. You note that the central letters—TIN LIN—appear close together, but the outer letters are much further apart. You decide to kern the outer letters to bring them closer together.

1. Open ID 2-11.indd, then save it as **Latin Lingo**.
2. Using the Type tool, click between the A and T, then apply a kerning value of  $-105$ .
3. Apply a kerning value of  $-75$  between the N and the G.
4. Apply a kerning value of  $-80$  between the G and the O.
5. Position your cursor to the immediate left of the L in the word Lingo.
6. Apply a kerning value of  $-75$ .
7. Save your work, compare your screen to Figure 52, then close Latin Lingo.

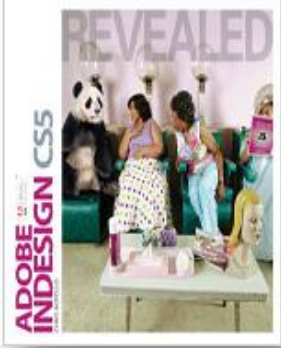
**Figure 52** Completed Design Project

**LATIN LINGO**

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A **Design Project** exercise is featured at the end of each chapter. This exercises requires students to apply the skills learned in the chapter.





# Portfolio Project

## PORTFOLIO PROJECT

You have been assigned the task of designing a headline for a billboard for the movie “Crushing Impact.” The client has asked for a finished design in black letters on a white background. Before you design the title, you consider the following questions.

### Discussion.

1. Open ID 2-12.indd, then save it as **Crushing Impact**.
2. Look at the title for a full minute.
3. What font family might be best for the title?
4. Does the title demand a big, bold font, or could it work in a fine, delicate font?
5. Should the two words be positioned side-by-side or one on top of the other?
6. Does the title itself suggest that, visually, one word should be positioned on top of the other?

### Exercise.

1. Position the word **Impact** on a second line, select all the text, change the font to **Impact**, then change the font size to 64 pt.

2. Select the word **Impact**, change the horizontal scale to 200, then change the vertical scale to 80.
3. Select the word **Crushing**, change the horizontal scale to 50, change the font size to 190, then change the leading to 190.
4. Select the word **Impact**, then change the leading to 44.
5. Save your work, compare your screen to Figure 53, then close **Crushing Impact**.

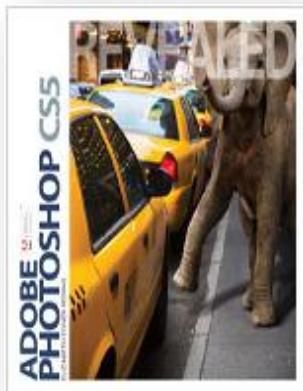
Figure 53 Completed Portfolio Project



***Portfolio Projects*** are included at the end of each chapter and encourage students to solve challenges based on the content explored in the chapter.



- Student data files needed to complete the exercise, lessons, and projects in the book



Instructor Resource CD  
(also online access  
available) includes:

- Instructor's Manual
  - Chapter overviews
  - Detailed lecture topics
  - Teaching tips
- PowerPoint presentations  
(lecture notes)
- Solutions to exercises
- Syllabus
- Test banks
  - ExamView test generator  
and testbank
- eBook available



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The book cover for 'Adobe InDesign CS5 Revealed, 1st Edition' by Chris Botello. It features a group of people in a room, with a large 'REVEALED' text overlay.

Chris Botello  
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